Instructions for using the

UNDERWOOD

Standard Typewriter

UNDERWOOD TYPEWRITER CO., Inc.
Underwood Building ~ 30 Vesey Street, New York
Branches in all Principal Cities

TRADE MARK

B 400

INSTRUCTIONS FOR USING THE

UNDERWOOD

Standard Typewriter

MODELS 3, 4 AND 5

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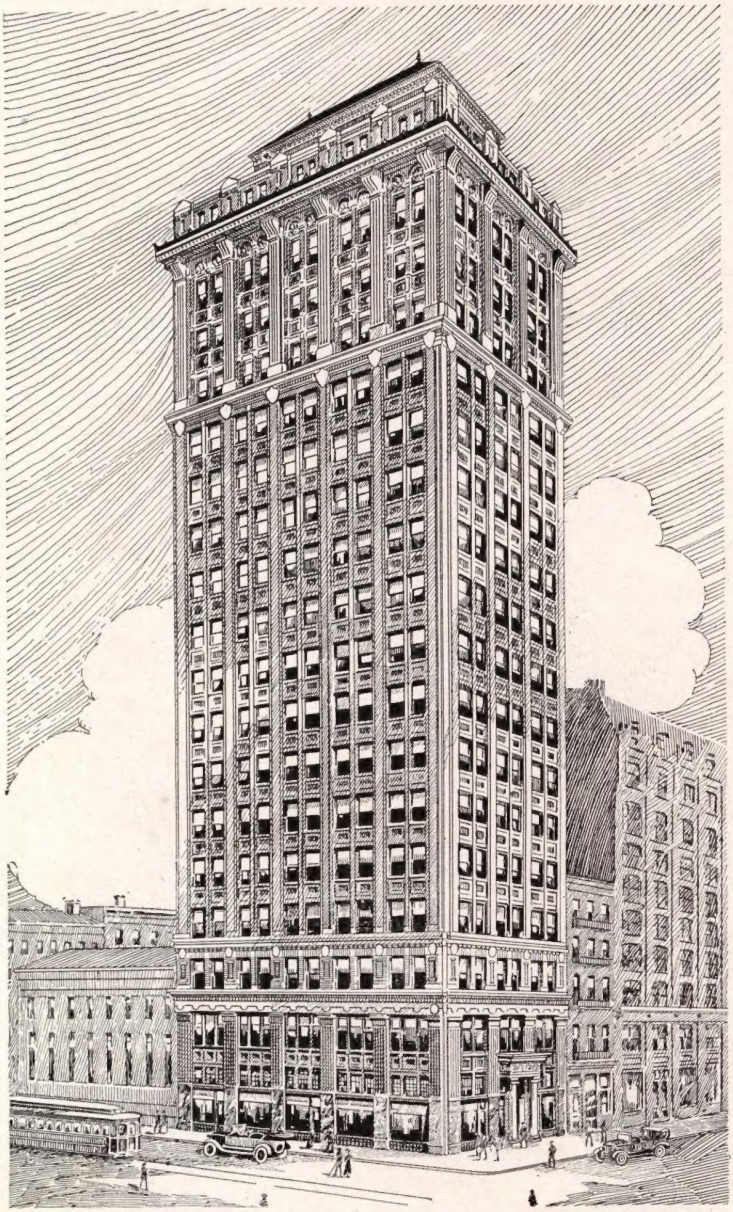
Manufactured by the

UNDERWOOD TYPEWRITER COMPANY, Inc.

Underwood Building New York City



UNDERWOOD OFFICE BUILDING NEW YORK CITY

TABLE OF CONTENTS

For Complete Index see Page 24

	Page
Setting Up Machine	4
Insertion of Paper	5
Paper Release Lever	5
Paper Clamps	5
Marginal Stops	6
Marginal Stop Release Lever	6
Key Lever Lock Release	6
Writing Line	7
Touch	7
Spacing Between Lines	7
To Begin a New Line	7
Carriage Release Levers	8
Variable Line Spacing	8
Line Space Disengaging Lever	8
Corrections	8
Capital Shift Keys	9
Shift Lock	9
Spacing Between Words	10
Back-space Key	10
Tabular Key	10
Tabular Stops	10
Carriage Frame Pointer	11
Centering Scale	11
Envelope Guide	14
Card Writing	14
Width of Paper	15
Carbon Copies	15
Stencil Cutting	16
Changing Ribbons	17
Ribbon Adjustment Diagram	17
Bichrome Ribbon	18
Automatic Ribbon Reverse	18
Care of Machine	19
Cleaning Type	19
Oiling	19
Caution	20
Special Machines and Devices	21
Fastening Underwood to Cabinet	21
Underwood Branch Offices	22-3
Index	24

Setting Up Typewriter

WHEN the typewriter is delivered by freight or express and removed from the box according to directions, place it on a table, back down, with baseboard or case bottom extending over the edge. Remove the case bottom and attach firmly, but not too tightly, the four rubber feet, contained in box of supplies sent with each machine.

CAUTION: The rubber feet should be attached before the machine is set upright in position for writing.

All the active working parts of the typewriter are securely tied to prevent friction or other possible damage in transit. The carriage is tied in the center of the machine, and the Marginal Stops (Nos. 4, 25 —see diagram in center) are set close together at the center. After cutting all strings and removing them from the machine, move the marginal stops to their respective places at the end of the scale. This is done by pressing the two handle-levers together. Remove wire clips from ribbon spools; wipe the dust from the machine with a soft cloth, and it is ready for use.

NOTE: Preserve this book for future reference. It contains information valuable at all times.

Instructions for Using the

UNDERWOOD
Standard Typewriter

Models 3, 4 and 5

Insertion of Paper

To insert the paper take the sheet in the left hand, and drop it evenly and as far down as possible between the paper rest (No. 13)* and the cylinder (No. 11), holding the sheet against the lateral paper guide (No. 9), and turning the cylinder from you by the right hand cylinder knob (No. 23). The lateral paper guide may be set at any position on the paper rest, insuring a uniform margin on succeeding pages.

Paper Release Lever

Should the paper be inserted unevenly, push down the paper release lever (No. 22), which will relieve the pressure on the paper so that it may be easily straightened parallel with the cylinder scale (No. 12). After the paper has been straightened, *be sure to raise the release lever to its former position.* For a minor adjustment this lever may be held partially down with the heel of the right hand. In this case, when the hand is removed the lever will automatically return to position.

Paper Clamps

The paper clamps (Nos. 7, 15) hold, feed, and guide the paper above the writing line. They may be adjusted to any position on the cylinder, either to the right or left, to accommodate paper of any width within the capacity of the machine. To move these paper clamps,

**The numbers in parenthesis throughout the text refer to the diagram plate of the Machine on pages 12 and 13 showing the correct technical names of operating parts of the Underwood Typewriter.*

merely grasp them close to the rod between thumb and forefinger and push them to the desired position. When the paper clamps are in place the marginal stops (Nos. 4, 25) should also be set to fix the length of the writing line between the paper clamps.

Marginal Stops

The length of the writing line is regulated by the marginal stops (Nos. 4, 25). The right hand stop (No. 25) fixes the left hand margin at the beginning of the line; the left hand stop (No. 4) not only locks the typebars when the carriage frame pointer (No. 8) reaches the point on the scale opposite the stop, but it also adjusts the mechanism which rings the bell. The bell rings seven spaces before the keys are locked regardless of the length of the line, thus indicating that the end of the writing line is near.

To set the marginal stops place the carriage pointer at the position where it is desired to fix the margin, then push the marginal stop over by the handle-levers until the indicator on the marginal stop is even with the carriage pointer. To change the position of the marginal stops, press the handle-levers together and push the stops in either direction to the desired position.

Marginal Stop Release Lever

To write in the margin at the left side of the paper without changing the position of the marginal stop, depress the marginal stop release lever (No. 21), at the right of the thumb piece (No. 14), with the index finger of the right hand, and with the thumb pull the carriage to the right beyond the stop.

Key Lever Lock Release

When the keys are locked at the end of the line, four additional characters may be written by pushing in the

key lever lock release (No. 2). This enables the typist to complete a word or syllable. If necessary, a fifth character may be written after the keys are locked the second time by pushing the release key again. Still other characters may be written by moving the marginal stop (No. 4) to the left.

Writing Line

The writing line is just above and parallel with the cylinder scale (No. 12), and the writing point is directly behind the notch in the type-guide (No. 10).

Touch

To insure the best results in typewriting, the finger keys should be given a firm, but sharp, quick stroke, releasing them instantly. This is necessary in order that the various parts of the machine may perform their respective functions. It will be observed that holding a key down renders all the working parts of the machine inactive. Action takes place only when the key is released—the carriage and ribbon move forward, and the typebar returns, thus making space for the next impression.

Spacing Between Lines

The machine may be adjusted for single, double, or triple line spacing by means of the line space adjusting lever (No. 6). For single spacing set the line space adjusting lever in position opposite figure 1 on the left cover plate of the carriage; for double spacing opposite figure 2; and for triple spacing opposite figure 3.

Spacing Between Words

When a word is finished, before writing the following word, strike the space-bar (No. 36) with the right thumb. This will give a space each time the space-bar is struck. It moves the carriage without making an impression.

To Begin a New Line

Place the forefinger of the left hand in the curve of the line space lever (No. 3) and push the carriage to the right. This will return the carriage and automatically turn the cylinder forward so as to bring the paper in position for the new line.

Carriage Release Levers

To release the carriage for the purpose of moving it in either direction without writing, depress either carriage release lever (No. 18 or 24), and move the carriage to the desired position. These levers, when released, return to position automatically. Before depressing or releasing the levers the carriage should be held either by the thumb-piece (No. 14), or carriage frame.

Variable Line Spacing

The variable line space push button (No. 16), when pulled out, disengages the line space ratchet, and the cylinder can be turned only by the cylinder knobs (No. 17 or 23). This makes it possible to set the paper by the cylinder knobs to write at the desired position on any line of ruled paper. If the ruled lines are spaced to agree with the machine spacing, push in this button and space in the regular way, by the line space lever (No. 3).

In the preparation of printed forms for use on the typewriter, the rulings and spacings should be made to correspond with the typewriter spacings.

Line Space Disengaging Lever

The Line Space Disengaging Lever (No. 19), when raised, makes it possible to set the paper by the cylinder knobs to write at any desired position. This device is similar to the variable line spacing mechanism. However, it has a special function; a word may be written between two lines, but closer to one than the other, and the cylinder returned immediately to the original spac-

ing by lowering this lever, and turning the cylinder by the knob to the line of writing.

Corrections

To make a correction while the paper is still in the machine, turn the paper forward by the cylinder knob (No. 17 or 23) to a convenient position for erasing. Make the erasure, and remove the erasure dust to prevent it getting into the mechanism of the machine. Then return the paper to the writing line and make correction.

In making corrections after the paper has been removed from the machine make the erasure, pull out the variable line space push button (No. 16), reinsert the paper, depress the paper release lever (No. 22), and adjust the paper so that the line to be corrected is in position directly above and parallel with the cylinder scale (No. 12). The center of each character should also be directly back of the lines on the cylinder scale. The letters "i" and "l" are preferable as guides to the correct center. Return the paper release lever and the variable line space push button to their former positions and make the correction.

Capital Shift Keys

Each typebar carries both a lower and an upper case character. The characters most frequently used, such as the small letters, the numerals, and the principal punctuation marks, are in the lower case, while the capitals, special characters and other punctuation marks are in the upper case.

To write capitals and other characters in the upper case, depress either shift key (No. 35 or 37) and strike the key having the desired character while the shift key is held down. Release the shift key as soon as the impression has been made. With practice the typist is able to time the stroke of the shift key and character key with automatic accuracy.

Shift Lock

When it is desired to write all capitals, depress the shift lock (No. 34). This will lock the carriage in the upper case, and the machine will write all upper case characters. To release the shift lock, touch the left hand shift key (No. 37).

Back-space Key

In the event of striking a key too lightly, or if for any other reason it is desired to back-space, depress the back-space key (No. 1). This will return the carriage one space each time the key is depressed.

Tabular Key

Tabulating is an important factor in modern typewriting. The inbuilt tabulator of the Underwood is controlled by the tabular key (No. 33). Its purpose is to enable the typist to jump the carriage from one point to another fixed point. Pressing the tabular key releases the carriage from the restraint of the escapement, and allows it to pass quickly to the position fixed by the tabular stop. The carriage friction brake regulates the speed of the carriage in the interval between stops, and is controlled by the amount of pressure applied to the tabular key. The tabular key is not used as are the other keys. It must not be released until the carriage reaches the stop.

Always use the tabular key for paragraphing.

Tabular Stops

The tabular stops (No. 31) are mounted upon a tabular frame with a graduated scale (No. 27) running parallel with and back of the carriage. These stops are movable, and may be set at desired intervals along this

tabular rack (No. 28), the scale of which corresponds with the front scale (No. 5) of the machine. The teeth of these stops mesh into those of the tabular rack, thus fixing the stop securely in position.

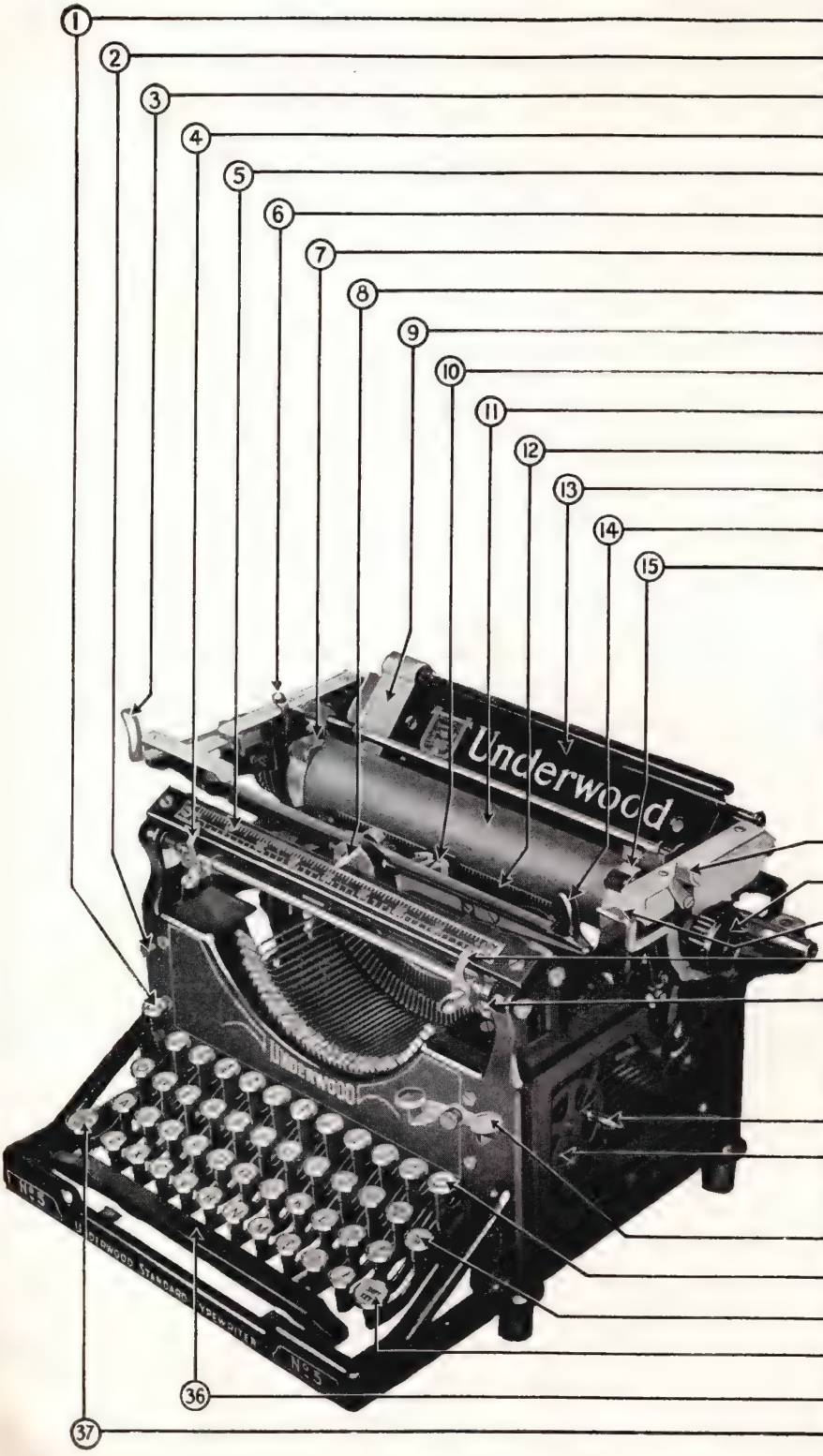
To change these stops from one position to another, disengage them from the teeth in the tabular rack (No. 28) by pulling them back, when they may be moved freely to any position, either right or left, and reset. The position for setting these stops is shown by placing the carriage with the desired point of writing directly behind the slot in the typeguide (No. 10). The carriage frame pointer (No. 8) will then indicate the number on the front scale (No. 5) at which the tabular stop should be set on the tabular scale (No. 27). When the tabular stops are not in use, they should be disengaged and left in that position.

Carriage Frame Pointer

When the carriage is set and the writing point is fixed behind the slot in the type-guide (No. 10), the carriage frame pointer (No. 9) indicates the position on the front scale. For example, if the carriage is set at the extreme right the pointer will stand at 0; if advanced ten spaces it will point to 10. As the tabular scale (No. 27) and the front scale (No. 5) correspond when the carriage frame pointer is set at any number on the front scale, by setting a tabular stop at the same number on the tabular scale the position is fixed at which the carriage will stop when the tabular key is used.

Centering Scale

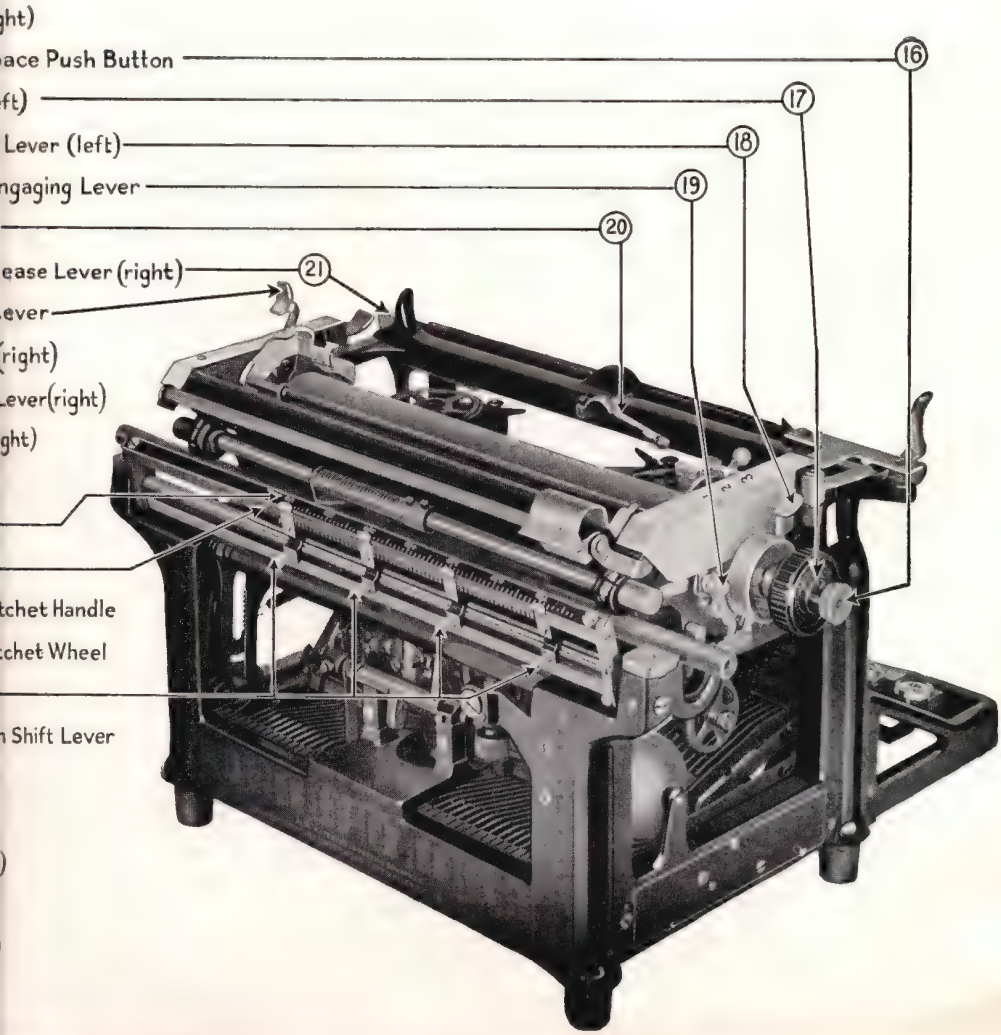
It will be observed that the front scale (No. 5) is graduated and numbered both ways—the upper part of



1. Back-space K
2. Key Lever Lo
3. Line Space L
4. Marginal Stop
5. Front Scale
6. Line Space A
7. Paper Clamp
8. Carriage Fra
9. Lateral Pape
10. Type-guide
11. Cylinder
12. Rising Cylind
13. Paper Rest
14. Thumb Piec
15. Paper Clamp
16. Variable Line
17. Cylinder Kno
18. Carriage Rele
19. Line Space D
20. Envelope Gu
21. Marginal Stop
22. Paper Releas
23. Cylinder Kno
24. Carriage Relea
25. Marginal Sto
26. Stencil Leve
27. Tabular Scal
28. Tabular Rack
29. Ribbon Spool
30. Ribbon Spool
31. Tabular Stop
32. Bichrome Rib
33. Tabular Key
34. Shift Lock
35. Shift Key (ri
36. Space-bar
37. Shift Key (le

Diagram showing correct technical names of the principal operative parts of the

UNDERWOOD *Standard Typewriter*



the scale in white, and the lower in red. This is for the purpose of enabling the typist to place a title or heading accurately in the center of the paper between the margins.

To center a heading insert paper in center of cylinder, set the carriage frame pointer (No. 8) at the beginning, or 0, on the scale. Then strike the space-bar (No. 36) once for each character and space in the heading to be centered. Note the figure on the lower (red) scale at which the carriage frame pointer (No. 8) stops, then set the pointer at the corresponding number on the upper (white) scale, which will be the position to begin the heading. For example, to center

UNDERWOOD TYPEWRITER

strike the space-bar once for each character and space in this heading; the carriage frame pointer will stop at 30 on the red scale. Then move the carriage until the pointer is opposite 30 on the white scale. This will properly center the heading.

Envelope Guide

To address an envelope or write on a narrow slip of paper without shifting the paper clamps (Nos. 7, 15) turn the envelope guide (No. 20) around against the cylinder. When finished, return the envelope guide to its position.

Card Writing

For ordinary card writing use the paper clamps and card wire, but for other work special devices are made for every form, style and size of card. These devices, together with the rising scale, make it possible to write with absolute accuracy from the top to the bottom as well as on both edges of the card.

Width of Paper

The No. 4 and No. 5 models will take paper 10½ inches wide and write a line 8 inches long. The various styles of the No. 3 model will accommodate paper and write lines as follows:

Model	*Width of Paper*	*Length of Lines*
No. 3—12	12½ inches	10 inches
No. 3—14	14½ "	12 "
No. 3—16	16½ "	14 "
No. 3—18	18½ "	16 "
No. 3—20	20½ "	18 "
No. 3—26	26½ "	24 "

To write on note or narrow paper, insert the sheet under the left hand paper clamp (No. 7) and set the right hand paper clamp (No. 15) over to hold the right edge; also set the left hand marginal stop (No. 4).

Carbon Copies

For making carbon copies the paper is inserted in the regular way, but if a large number of copies is made, to insure greater accuracy in feeding, depress the paper release lever (No. 22). The sheets may then be pressed in between the first feed roll and the cylinder. *Be sure to raise the paper release lever to its former position.* This will clamp the paper, which may then be fed evenly to the correct position.

To insert evenly a large number of sheets for carbon copies, take a piece of paper two inches wide, the same length as the width of the assembled sheets; fold it lengthwise in the center; insert the top of the assembled sheets in the fold and feed all into the machine. When the paper reaches the writing point the fold may be removed.

To make corrections on carbon copies while the paper is still in the machine, raise the paper clamps without

changing their position on the rod and turn the paper forward by the cylinder knob (No. 17 or 23). This will enable the typist to separate the sheets, and erase each separately by placing a blank sheet between the face of the carbon and the paper. Make the erasure on the first sheet, then remove the blank paper, and so continue until all erasures have been made and the blank papers removed. Lower the paper clamps, return the paper to the writing point, and make the correction.

Stencil Cutting

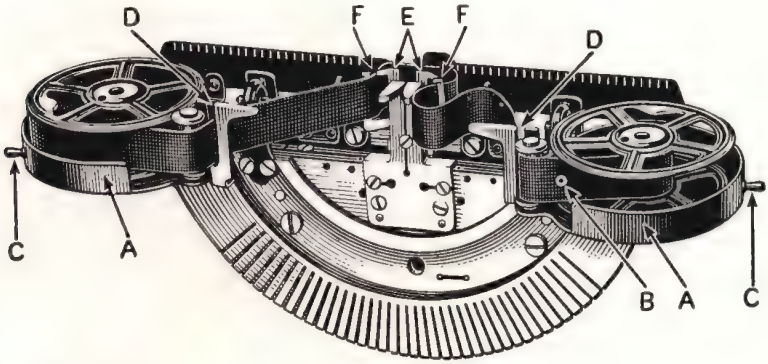
Before cutting a stencil, great care should be exercised in the preparation of the copy. It should be written on the same kind of paper on which the final stencil copies are to be made. In fact, a perfect copy should be prepared with reference to form, spacing, spelling, etc. Then the copy should be followed slowly and accurately in cutting the stencil. While errors may be corrected with a wax preparation, erasures cannot be made.

As cutting a stencil is done without the use of the ribbon, throw the stencil lever (No. 26) to the left. This disengages the mechanism that raises the ribbon. The type must be cleaned thoroughly to insure a clear, sharp impression. It is erroneously thought that stencil cutting requires a heavy blow, whereas the best results are obtained by giving a quick, sharp, even stroke. In writing capitals, especially "M" and "W" it is well to strike these characters twice. The surface of these characters is larger and they, therefore, require more force in order to make a good impression. After the stencil is cut *be sure to move the stencil lever* to the right. Stencil cutting is an art, and may be perfected only by constant practice.

(Full particulars for cutting stencils are given with every Underwood Duplicator, or on application to the Underwood Typewriter Company, Inc.)

Changing Ribbons

To change the ribbon, wind the old ribbon all on one spool by means of the ribbon spool ratchet handle (No. 29). By means of this handle the ribbon may be wound either way. After winding the ribbon on one spool, set the carriage in the center of the machine, depress the shift lock (No. 34), and lift the spools from the ribbon cups and ribbon guide (E). Detach the ribbon from the empty spool and attach the new ribbon. Wind the ribbon around the spool until the eyelet reaches the hub. Replace the ribbon spools in the cups with the pin, which is beside the ribbon reel, in the little hole in the ribbon spool. Be sure that the ribbon feeds around the front of both spools, and, if a bichrome ribbon, that the color least used is the lower one. Pass the ribbon through the openings in the cups in front of the rollers and through the slots in the reversing levers (D), then back of the ribbon guide at the cylinder, and thread it down through the slots of the ribbon guide (F) as shown by the following diagram.



The ribbon is more easily placed in position by pulling forward the levers (C) that extend from the outside of the ribbon cups. This throws the roller and

Changing Ribbons (Continued)

the reverse lever out in position where the ribbon can be inserted more easily. When the ribbon is placed in position touch the left shift key (No. 37), which will lower the ribbon guide.

The type impressions are usually made through the upper half of the ribbon. When this part of the ribbon becomes worn, change the spools in the cups. This brings the unused half of the ribbon to the upper side. The best results can be secured by using ribbons manufactured by John Underwood & Company, for sale at all Underwood Branch Offices.

Bichrome Ribbon

The bichrome ribbon device makes it possible to use a ribbon with two colors, the color most frequently used being on the upper half of the ribbon. The bichrome ribbon shift lever (No. 32) controls this device. When writing on the upper half of the ribbon, the left-hand key is down. To change the color or write on the lower half, depress the right-hand key. When using a single colored ribbon always keep the left-hand key down.

Automatic Ribbon Reverse

The ribbon is reversed automatically by a lever (D) through which the ribbon passes. This lever is actuated by the eyelet (B) in the end of the ribbon, with which all ribbons manufactured by John Underwood & Company are equipped. In placing the ribbon on the machine, care should be taken to place this eyelet inside the ribbon cup (A).

If the ribbon fails to reverse automatically, it may result from one spool being full before the other is empty. This condition is caused by the ribbon becoming wavy from use, thus taking up more space on the spool than

it should. To remedy this, cut off about a foot of the ribbon, being sure to replace the eyelet about six inches from the end.

The ribbon may also be reversed by hand, by shifting the ribbon spool ratchet wheel (No. 30) either to the right or left, as required.

Care of Machine

As the quality of the work of the typist cannot be first-class if the machine is not in good condition, the typewriter should be thoroughly cleaned every day. This should be the typist's first duty. The way-rod on which the carriage rides, and the shift-rail beneath the carriage, should receive special attention. The nickel parts should be kept clean and bright by polishing with a chamois-skin. All parts not easily accessible should be cleaned with a long handled brush. About once a month the surface of the cylinder, the rubber feed rolls, and the paper clamp rolls should be cleaned with a cloth moistened in wood alcohol. After cleaning, be sure that the stencil lever (No. 26) is over to the right, otherwise the ribbon will not operate. When not in use the machine should be kept covered.

Cleaning Type

The type lie face up on the typebar-rest in the most accessible position for cleaning, and should be kept clean at all times. Clean type insure clear, sharp impressions, and greatly improve the appearance of the typewritten copy. To clean the type, brush them toward you with the stiff brush, furnished with each machine.

Oiling

After cleaning the machine thoroughly, move the carriage to the extreme right and place a drop of oil on the way-rod, immediately to the left of the carriage. Move

the carriage to the left and repeat the operation, placing the oil to the right of the carriage. Then depress the carriage release lever (No. 24), and by means of the thumb-piece (No. 14) run the carriage back and forth a few times to distribute the oil.

The rods to which the paper clamps, the marginal stops, and the tabular stops are attached should be kept oiled sufficiently to permit the stops and clamps to be moved freely.

Place a drop of oil occasionally on the frictional points of the shift key levers. Whenever required apply a drop of oil with a tooth-pick to the paper feed roll bearings and the paper clamp roll bearings.

Do not get oil on the rubber cylinder or the rubber feed rolls.

After oiling, remove all surplus oil with a cloth to prevent accumulation of dust.

Use Underwood typewriter oil to secure the best results. It is light and penetrating, and reduces gumming to a minimum.

The bearings of the typebars and the variable line space mechanism should not be oiled.

Caution

Don't take the machine apart, don't change adjustments, and don't allow others to do so.

If you have any trouble with the mechanical features of your Underwood typewriter, do not send for a repair man until you have inspected the machine as follows:

If the ribbon guide does not operate, see if the stencil lever (No. 26) *is thrown over to the right as far as it will go.*

If the ribbon does not reverse, see if there is too much ribbon on the spools. (See instructions, page 18.)

If the paper does not feed properly it may be caused by the fact that—

1. The paper release lever (No. 22) may be depressed.
2. The variable line space push button (No. 16) may be pulled out.
3. The line space disengaging lever may be raised (see page 8).
4. The cylinder and feed rolls may need cleaning.

Special Machines and Devices

The Underwood Typewriter is designed and constructed to satisfy every requirement of a writing machine. Special machines and devices are made for all purposes, and may be secured by applying to the nearest branch office.

Instructions for Fastening Underwood Typewriters to Cabinets

To attach machines models No. 4 and No. 5 to desk, bore two ¼-inch holes, the center of each being 8 inches from the front of the desk. The two holes should be 9 11/16 inches apart from center to center and at equal distances from the sides of the desk.

To attach all model No. 3 machines to desk, bore two ¼-inch holes. The center of each hole should be 9 inches from the front of the desk, and the two holes should be 9 11/16 inches apart from center to center, and at equal distances from the sides of the desk.

If the desk has a sliding board, the holes should be bored as above, and countersunk on the under side for the screw-heads.

All No. 3 models must be raised to allow the carriage to clear the top of the desk. This is done by using two sets of rubber feet. Two-inch screws are required to attach the double set of feet to the machine, and three-inch screws to attach the machine to the desk.

The UNDERWOOD TYPEWRITER COMPANY, Inc.

GENERAL OFFICES

Underwood Building, New York City

Branch Offices and Service Stations for the Underwood Typewriter are maintained in the following cities of the United States and Canada.

Aberdeen, S. D.
Abilene, Texas
Akron, Ohio
Albany, Ga.
Albany, N. Y.
Albuquerque, N. M.
Alexandria, La.
Allentown, Pa.
Altoona, Pa.
Amarillo, Texas
Asheville, N. C.
Ashland, Ky.
Atlanta, Ga.
Atlantic City, N. J.
Augusta, Ga.
Aurora, Ill.
Austin, Tex.

Bakersfield, Cal.
Baltimore, Md.
Bangor, Me.
Baton Rouge, La.
Beaumont, Texas
Bellingham, Wash.
Beloit, Wisc.
Billings, Mont.
Binghampton, N. Y.
Birmingham, Ala.
Bismarck, N. D.
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Boise, Idaho
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Burlington, Ia.
Burlington, Vt.
Butte, Mont.

Canton, Ohio
Casper, Wyo.
Cedar Rapids, Iowa
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Charleston, W. Va.
Charlotte, N. C.
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Columbus, Ohio
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Cumberland, Md.

Dallas, Texas
Danville, Va.
Davenport, Iowa
Dayton, Ohio
Decatur, Ill.
Denver, Colo.
Des Moines, Iowa
Detroit, Mich.
Dubuque, Iowa
Duluth, Minn.

Easton, Pa
Eldorado, Ark.
Elmira, N. Y.
El Paso, Texas
Enid, Okla.
Erie, Pa.
Eugene, Ore.
Evansville, Ind.
Everett, Wash.

Fargo, N. D.
Flint, Mich.
Ft. Dodge, Iowa
Ft. Smith, Ark.
Ft. Wayne, Ind.
Ft. Worth, Texas
Fresno, Cal.

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Grand Island, Nebr.
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Great Falls, Mont.
Green Bay, Wis.
Greensboro, N. C.
Greenville, S. C.

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Hartford, Conn.
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Hollywood, Calif.
Houston, Texas
Huntington, W. Va.
Hutchinson, Kans.

Indianapolis, Ind.
Ithaca, N. Y.

Jackson, Mich.
Jackson, Miss.
Jacksonville, Fla.
Jamestown, N. Y.
Janesville, Wis.
Jefferson City, Mo.
Johnstown, Pa.
Joliet, Ill.
Joplin, Mo.

Kalamazoo, Mich.
Kansas City, Mo.
Knoxville, Tenn.

La Crosse, Wis.
Lakeland, Fla.
Lancaster, Pa.
Lansing, Mich.
Lawrence, Mass.
Lewiston, Idaho
Lexington, Ky.
Lima, Ohio
Lincoln, Nebr.
Little Rock, Ark.
Long Beach, Cal.
Los Angeles, Cal.
Louisville, Ky.
Lowell, Mass.
Lynchburg, Va.

Macon, Ga.
Madison, Wis.
Manchester, N. H.
Mankato, Minn.
Mansfield, Ohio
Marquette, Mich.
Marshalltown, Ia.
Mason City, Iowa
Memphis, Tenn.
Meriden, Conn.

Meridian, Miss.
Miami, Fla.
Milwaukee, Wis.
Minneapolis, Minn.
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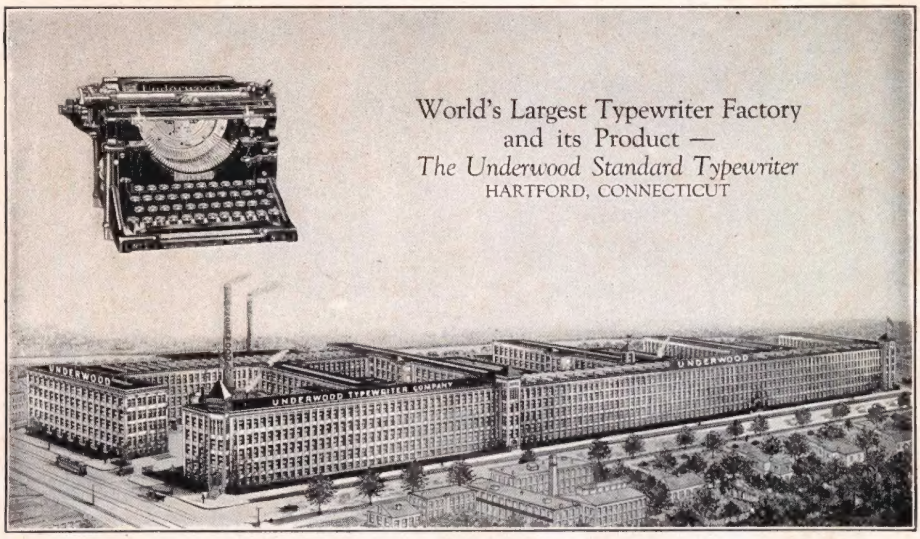
INDEX

	Page
Automatic Ribbon Reverse	18
Back-space Key	10
Bell	6
Bichrome Ribbon Device	18
Bichrome Ribbon Shift Lever	18
Capital Shift Keys	9
Carbon Copies	15
Card Writing	14
Care of Machine	19
Carriage Frame Pointer	11
Carriage Friction Brake	10
Carriage Release Lever (Left)	8
Carriage Release Lever (Right)	8
Centering Scale	11
Changing Ribbons	17
Cleaning Type	19
Corrections	8
Corrections on Carbon Copies	15
Cylinder	5
Cylinder Knob (Left)	8
Cylinder Knob (Right)	5
Cylinder Scale, Rising	5
Diagram Illustration	Center Spread
Envelope Guide	14
Fastening Underwood Typewriter to Cabinet	21
Front Scale (White and Red)	11
Insertion of Paper	5
Key Lever Lock Release	6
Lateral Paper Guide	5
Length of Writing Line	15
Line Space Adjusting Lever	7
Line Space Disengaging Lever	8
Line Space Lever	8
Marginal Stop (Left)	6
Marginal Stop (Right)	6
Marginal Stop Release Lever (Right)	6
Oiling	19
Paper Clamp (Left)	5
Paper Clamp (Right)	5
Paper Release Lever	5
Paper Rest	5
Paragraphing	10
Ribbon Adjustment Diagram	17
Ribbon Guide	17
Ribbon Spool Ratchet Handle	17
Ribbon Spool Ratchet Wheel	19
Setting Up Machines	4
Shift Key (Left)	9
Shift Key (Right)	9
Shift Lock	9
Space-bar	10
Spacing Between Lines	7
Spacing Between Words	10
Special Machines and Devices	21
Stencil Cutting	16
Stencil Lever	16
Table of Contents	3
Tabular Key	10
Tabular Rack	11
Tabular Scale	11
Tabular Stops	11
Thumb Piece	6
To Begin a New Line	7
Touch	7
Type-guide	7
Underwood Branch Offices	22-23
Underwood Factory Buildings	Inside Back Cover
Underwood Office Building	2
Uniform Margin	5
Variable Line Space Push Button	8
Variable Line Spacing	8
Width of Paper	15
Writing Line	7
Writing Point	7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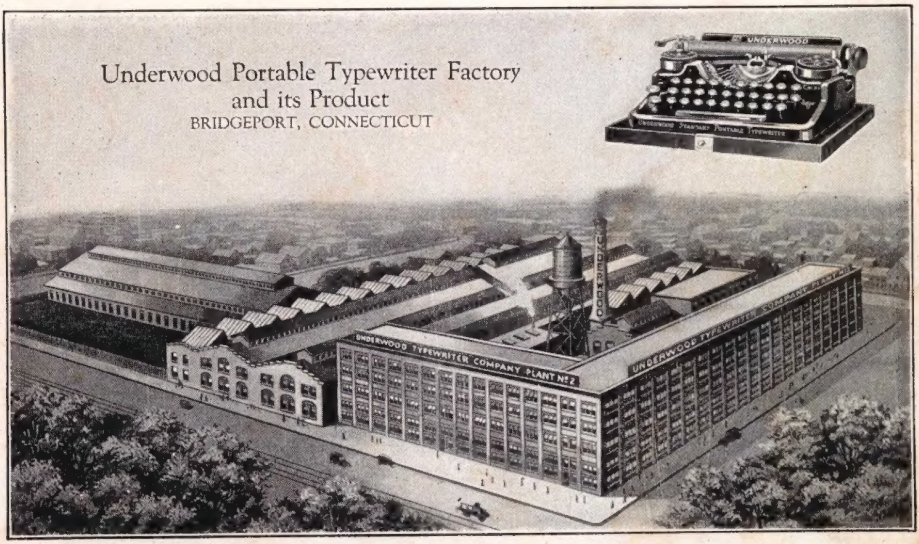
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